

October 2, 2019

To: All Senate Faculty (via SBFACU-L)

From: Cindy Doherty
Director, Academic Personnel

Re: Reporting of Outside Professional Activities

This is a reminder regarding the Academic Personnel Manual [\(APM\) 025, Conflict of Commitment and Outside Activities of Faculty Members](#), requirement for annual reporting of Category I and II outside professional activities each year. If you have already submitted your report for the 2018-19 year, no further action is necessary at this time.

Faculty holding the following titles at 50% time or more must report annually:

- Assistant Professor, Associate Professor, Professor
- The above titles when used with an Acting or Adjunct pre-fix
- Lecturer PSOE, Lecturer SOE, Senior Lecturer SOE

Retired faculty are not required to complete a 2018-19 report. New hires for Fall 2019 are not required to complete a 2018-19 report.

The campus has recently transitioned to the new systemwide Outside Activity Tracking System (OATS). While policy has not changed, the new system does differ in terms of navigation and the manner in which some information is reported and requested. OATS may be accessed directly at <https://ucsb.ucoats.org/>, however you are strongly encouraged to use the step-by-step instructions that follow when you first sign on to the system.

Reporting for 2018-19:

- [Faculty with No Outside Activities](#)
- [Faculty with Category II Outside Activities for 2018-19](#)
- [Faculty with Category I Outside Activities requiring Prior Approval in 2018-19](#)

(Faculty with both Category I and II activity in 2018-19 will need to refer to B and C.)

Please note: Reports for years prior to 2018-19 cannot be completed in OATS. To complete late reports for prior years please log onto the Academic Personnel home page and click on [“Outside Professional Activities \(APM-025\) - Prior to 2018-19.”](#)

Step-by-Step instructions and OATS Training Resources may be accessed directly at <https://ap.ucsb.edu/resources.for.department.analysts/oats/training.resources/>

Annual reporting must be completed no later than **October 31, 2019** and should include activities for the period of July 1, 2018 through June 30, 2019. Because faculty must certify the completion of the annual reports when submitting their advancement cases, faculty putting forward cases during the 2019-20 cycle will need to complete the forms prior to the departmental deadline for submission of case materials.

Questions regarding policy or use of OATS may be addressed to Helly Kwee at helly.kwee@ucsb.edu x5428 or Lia Cabello at lia.cabello@ucsb.edu x5979.

Technical questions may be submitted to help@ait.ucsb.edu

Cindy Doherty
Director
UCSB Academic Personnel
(805) 893-8332
Cindy.Doherty@ucsb.edu